



MEMORANDUM

TO: Indiana High School Counseling & Guidance Directors
Indiana High School Principals

FROM: Lloyd Garrison, IDOE College & Career Preparation Specialist

DATE: January 7, 2011

SUBJECT: 2011 Core 40 and Honors Diploma Materials

Each year, Indiana high schools are asked to submit the total number of students who are expected to graduate with a Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors Diploma. The Indiana Department of Education uses this information to provide diploma seals and congratulatory letters to schools for each recipient.

Ordering Diploma Materials for the 2010-11 School Year

- Online Order Form
 - Submit your school's number of graduates online at www.doe.in.gov/diplomadata by Friday, February 11, 2011
 - Schools must enter the total number of students expected to be eligible for each diploma:
 - Core 40 (only) – Students who do not qualify for an Honors diploma
 - Core 40 with Academic Honors
 - Core 40 with Technical Honors
 - Estimates for each diploma type should be based on the greatest possible number of eligible recipients. Reshipments will not be made if order is incorrect.
 - Please print and save a copy of your completed online order form as your confirmation.
- Diploma Seals.
 - Core 40, Core 40 with Academic Honors and Core 40 with Academic Honors seals will be sent to Indiana accredited schools (who use the order form mentioned above) by the first week of May
 - Schools that would prefer to receive electronic images of the seals in the future instead of the actual seals may indicate this preference on the online order form. Check with the local printer of your diplomas to determine if this option is available.
- Diploma Letters
 - Congratulatory letters from Dr. Tony Bennett will be available for downloading and printing at <https://dcdoe.state.in.us/DOEOnline/Login.aspx>. To access this URL, you will need to input your Corp # and User ID. Letters will not be sent to schools.
 - Letters will be available for the Core 40 with Technical Honors and Core 40 with Academic Honors diplomas only.

Please direct questions to Lloyd Garrison at lgarrison@doe.in.gov or (317) 232-6989